

Application For Seasonal Employment

This application is for seasonal work only. No promise of permanent work is made or implied. Please type or use ink. Return application to the Utah State Tax Commission, 210 N 1950 W, Salt Lake City, UT 84134, Human Resources Office.

Name (first, middle initial, last)

Address	City	State	ZIP code
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Day telephone number	Evening telephone number	Other (work phone, mobile, etc.)
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Requirements:

- ☐ Yes ☐ No
1. I am 18 years of age or older.
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- ☐ Yes ☐ No
2. I have a Social Security card in my possession. (If you are hired, you must bring this card with you on the first day you report to work). If you do not have a Social Security card, you must go to the Social Security Administration office and apply for a new or replacement card. Your receipt is acceptable for employment until you receive your permanent card.
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- ☐ Yes ☐ No
3. I have a driver license or other state issued picture identification. (If you are hired, you must bring this I.D. with you when you report to work).
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- ☐ Yes ☐ No
4. I am a citizen by birth or a naturalized citizen of the United States.
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- If your answer is "No", are you eligible to work in the United States?
- ☐
- Yes
- ☐
- No
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- (If you are hired, you are required by federal law to bring the appropriate employment eligibility documentation with you on the first day you report to work)

Questionnaire:

- ☐ Yes ☐ No
1. Have you ever worked for the Tax Commission or another State Agency? (If yes, please list agency and dates of employment)
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- ☐ Yes ☐ No
2. Do you have cashiering and ten-key skills?
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- ☐ Yes ☐ No
3. Do you have computer skills? (Please list computer programs you have used, describe how they were applied and indicate your proficiency level).
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- ☐ Yes ☐ No
4. Have you ever been convicted of a crime, excluding minor traffic offenses? (If yes, give dates, details and penalties for each occurrence, including dates of any probationary periods on a separate sheet of paper and attach to this application. NOTE: Each conviction will be judged in relation to time, seriousness, circumstances, and relevance to the position sought, and will not necessarily bar you from employment)
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- ☐ Yes ☐ No
5. How did you learn about the seasonal job openings at the Utah State Tax Commission?

Work Schedules: Work days are Monday through Friday in all offices and Saturdays in the S. Jordan DMV Office. The positions are temporary, part-time with flexible schedules varying from 20 to 40 hours per week.

Education and Training:

- ☐ Yes ☐ No
- Do you have a high school diploma or GED?
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- ☐ Yes ☐ No
- Do you have any post high school education? (If yes, please indicate school and dates of attendance)

**Experience:** Begin with your present or most recent job and describe below all periods of employment for the past three years. Account for your time during any intervals of unemployment other than when attending school. Attach additional sheets if necessary, using the same format. You may attach a resume as additional information.

**Employment History**

Employer: \_\_\_\_\_ Dates of employment From: \_\_\_\_\_ To: \_\_\_\_\_

Complete address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your title: \_\_\_\_\_ Supervisor's name & title: \_\_\_\_\_

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates of employment From: \_\_\_\_\_ To: \_\_\_\_\_

Complete address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your title: \_\_\_\_\_ Supervisor's name & title: \_\_\_\_\_

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates of employment From: \_\_\_\_\_ To: \_\_\_\_\_

Complete address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your title: \_\_\_\_\_ Supervisor's name & title: \_\_\_\_\_

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Signature and Release:**

I certify that the application and attached documentation for seasonal employment contain no misrepresentation or falsification and that the information is true and complete to the best of my knowledge. I authorize the State of Utah to conduct a thorough background investigation into my employment history, convictions, tax payment records, outstanding warrants, and any other related activities that might reflect on my public credibility as a Tax Commission employee. I release the Utah State Tax Commission from any criminal or civil liability arising as a result of any investigations. I understand that this is a temporary position and that I may be terminated at anytime.

Signature of applicant <b>(Original signature is required, photocopies will not be acceptable)</b> X	Date
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**The Utah State Tax Commission is an Equal Opportunity Employer**